



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: September 21, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Friday, September 22, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 5, 2006**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from permanent IDOT employees only within District Three.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

RS II

Staff Appraiser
Division of Highways
Region 2/District 3
Ottawa

Attachments
32198

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Thursday, October 5, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from permanent IDOT employees only within District Three.**



Illinois Department of Transportation

Position Summary Sheet

An Equal Opportunity Employer

Classification: Realty Specialist II

Position Title: Staff Appraiser

Position Number: PW942-23-53-301-20-01

Salary Range: \$3,100 - \$5,545

IPR#: 32198

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Division of Highways, Region 2, District 3, Ottawa, Program Development

Description Of Duties:

This position is accountable for preparing information necessary for land sales as well as some routine appraisals.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- District-wide travel

The following criteria is desired:

- Certified appraiser or experience in real estate appraisal (minimal two years) or comparable experience.
- Working knowledge of real estate appraisals, negotiations, property management and relocation principles.
- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials.

Remarks:

Please limit application and/or resumes to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	<i>June 1, 2005</i>	POSITION:	<i>Staff Appraiser</i>
APPROVED BY:	<i>D. Mestelle</i>	OFFICE/DIVISION:	<i>Highways/Region 2/District 3 Program Development</i>
CODE:	<i>PW942-23-53-302-00-01</i>	REPORTS TO:	<i>Appraisal Manager</i>

Position Purpose

This position is accountable for preparing information necessary for land sales as well as some routine appraisals.

Dimensions

Staff Appraisals: 50-150
Sign Appraisals: 50-200
Annual Land Acquisition Expenditures: \$2MM to \$3 MM
District Annual Construction Program: \$25MM to \$3MM

Nature and Scope

This position reports to the Appraisal Manager as does the Appraisal Specialist and the Special Projects Coordinator. This position has no subordinates.

This position is directly involved with the appraisal of properties on a staff basis and, in this manner, has a significant economic impact on both the state and property owner. This position is unique in that the incumbent must have a very good knowledge of real estate values and be able to apply this knowledge in a practical manner.

Typical problems involve evaluating a wide variety of residential, commercial, industrial, and agricultural properties; keeping abreast of volatile real estate markets; achieving consistency where there are a number of parcels being appraised; accomplishing the appraisal process expeditiously so that the annual program can be accomplished on time. It is a challenge for the incumbent to estimate just compensation which is fair to the property owner and to the state and will permit voluntary acquisition.

The incumbent personally prepares assigned appraisals which could, on occasion, range up to the moderately difficult residential, agriculture, and commercial property. This position will also review fee appraisals work and be required to assist the Special Assistant Attorney Generals in testifying at eminent domain quick-take proceedings and trials as required. One of his/her primary responsibilities will be the assimilation and preparation of a land sale file. This is accomplished by the referral of local real estate brokers, newspaper advertisements, and checking the courthouse records.

The incumbent has the authority and responsibility to prepare individual appraisals of property assigned to him/her. The position operates under the guidelines of recognized professional appraisal techniques, condemnation laws, and state and federal regulations.

She/He may discuss or exchange information with central bureaus. The incumbent consults with real estate brokers, government agencies, builders, suppliers, and private individuals to gather data for determining real estate values. The incumbent should belong to such outside organizations as the Society of Farm Managers and Appraisers and the American Right of Way Association to keep abreast of changes and trends in real estate. Extensive travel is required within the district.

The incumbent's ability to estimate just compensation may be measured by the number of parcels that the state can voluntarily acquire based on his estimate of value. Other methods of evaluation are the number of appraisals prepared and the ability to meet time schedules while producing a good quality of appraisal.

Principal Accountabilities:

1. Responsible for the preparation of appraisals as assigned to start the process of acquiring necessary property.
2. Responsible for the review of appraisals as assigned.
3. Testify in eminent domain quick-take proceedings and trials as required.
4. Maintains records of appraisals and reviews for future reference.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.